

This document must be attached to new supplier request forms to detail the purpose of the supplier request. Please consider active suppliers before a new supplier is added. To view active suppliers, please use the [Supplier Search Tool](#).

Supplier Name:

Purchase/Contract Amount:

Requesting Department:

Sourcing Type:

Purchase Type:

Has a Contract Been Executed:

Description of Purchase:

If this is a software purchase, has Computing Services Reviewed?

Why is the Supplier Needed?

Were Existing Suppliers Considered?

If No, Why?

If Yes, List Active Suppliers That Were Considered. Supplier Search Tool

**THIS FORM MUST BE INCLUDED WITH SUPPLIER SETUP FORMS WHEN SENT TO
ACCOUNTS PAYABLE AFTER APPROVED BY PROCUREMENT SERVICES**

Questions regarding supplier selection and addition can be directed to Procurement Services at procurement-inbox@andrew.cmu.edu

Requestor Name

Requestor Signature

Date

Procurement Services Reviewer

Procurement Services Signature

Date